

SPECIAL CITY ALLOTMENT (SCA) APPLICATION

CITY OF _____

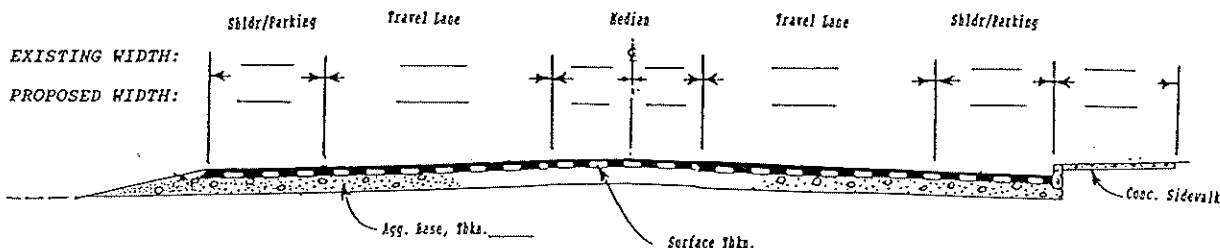
DATE _____

Street Name _____ From _____ To _____
 (Attach map showing project Limits)

PROJECT DETAILS:

Project Length: _____ Est. Project Cost \$ _____ Ave Daily Traffic _____ Ave Daily Truck Traffic _____

PROPOSED TYPICAL X-SECTION



PAVEMENT:

Surface Type
 Existing: _____
 Proposed: _____
 Proposed Thkn: _____

STORM SEWER:

Existing (Y/N): _____
 Proposed (Y/N): _____
 Pipe Dia : _____
 Pipe Length: _____
 Adjustments
 Inlets # : _____
 Manholes # : _____
 Pipes # : _____

RIGHT-OF-WAY

Existing Width: _____
 Existing Right-of-way
 Adequate(Y/N): _____
 Proposed Width: _____

SIDEWALKS:

Existing (Y/N): _____
 Proposed(Y/N) Lt Side _____ Rt Side _____
 Proposed Length: _____
 Proposed Width : _____

CURBS:

Existing (Y/N) : _____
 Proposed(Y/N) Lt Side _____ Rt Side _____
 Length : _____
 Type : _____

BRIDGE:

Name: _____
 Br #: _____
 Length: _____
 Width : _____
 Type of Structure: _____
 Sufficiency Rating No. _____
 Name of Stream: _____

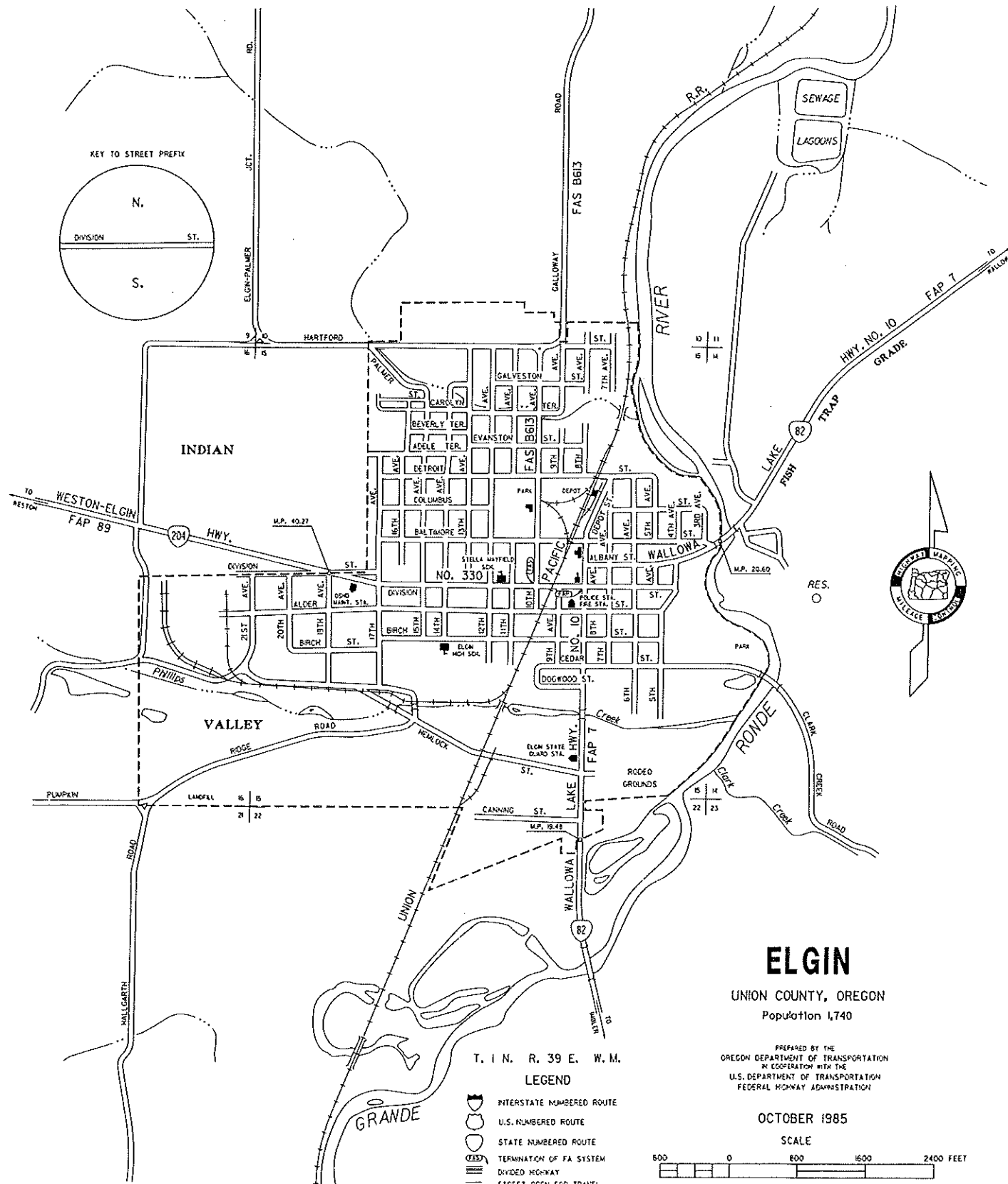
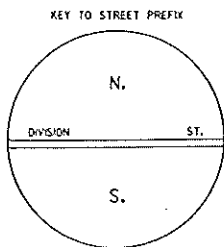
Remarks: _____

BY: _____ Date _____
 Mayor

BY: _____ Date _____
 City Recorder

BY: _____ Date _____
 City Administrator

Attach addition sheets for each street



ELGIN

UNION COUNTY, OREGON
Population 1,740

PREPARED BY THE
OREGON DEPARTMENT OF TRANSPORTATION
IN COOPERATION WITH THE
U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION

OCTOBER 1985

SCALE



COMPUTER GENERATED

T. I. N. R. 39 E. W. M.

LEGEND

- INTERSTATE NUMBERED ROUTE
- U.S. NUMBERED ROUTE
- STATE NUMBERED ROUTE
- TERMINATION OF FA SYSTEM
- DIVIDED HIGHWAY
- STREET OPEN FOR TRAVEL
- POST OFFICE
- SCHOOL
- LIBRARY
- CITY HALL
- CITY LIMITS
- PUBLIC BUILDING
- COURT HOUSE
- CITY HALL
- AIRPORT

COPIES OF THIS MAP ARE AVAILABLE AT NOMINAL COST FROM
OREGON DEPT. OF TRANSPORTATION, SALEM, OREGON 97310.

S.G.

SPECIAL CITY ALLOTMENT

RESOLUTION

Under the provisions of ORS 366.800 and 366.805, there has been withdrawn from state highway funds appropriated for allocation to the several cities of the State of Oregon the sum of Five Hundred Thousand and No/100 (\$500,000.00) Dollars, and in addition there has been withdrawn from monies available to the Department of Transportation from the State Highway Fund the sum of Five Hundred Thousand and No/100 (\$500,000.00) Dollars. As provided in ORS 366.805, said sums have been set up in a separate account to be administered by the Oregon Transportation Commission and to be allotted each year by said commission to be spent, within cities of 5,000 or fewer persons, upon streets not a part of the state highway system that are inadequate for the capacity they serve, or are in a condition detrimental to safety.

The City of _____ is an incorporated city of the State of Oregon and has a population of less than 5,000 as given by the latest official federal census. The following streets of said city, _____

meet the conditions required in ORS 366.805.

NOW, THEREFORE, the members of the City Council, in regular or special session assembled, do hereby find, declare, and resolve:

1. That the aforementioned named streets of said City are inadequate for the capacity they serve or are in a condition detrimental to safety.
2. That said streets of said City are in need of repair, reconstruction, or other major improvement.
3. That said streets are not a part of the state highway system, and are under the jurisdiction and control of the City.
4. That the Oregon Transportation Commission hereby is respectfully requested to consider and declare said streets as qualified for reconstruction, repair, or other improvements out of funds allocated and made available by and through the said \$1,000,000 appropriation of revenues which is to be administered and spent by the Transportation Commission.

OREGON DEPARTMENT OF TRANSPORTATION
IN COOPERATION WITH THE
LEAGUE OF OREGON CITIES

SPECIAL CITY ALLOTMENT PROGRAM
GUIDELINES AND WORKING AGREEMENT

I. Purpose

The purpose of this document is to establish guidelines and working procedures for administering the Special City Allotment (SCA) Program.

II. Policy

It is the policy of the Oregon Department of Transportation (ODOT), Highway Division (State), to cooperate with the League of Oregon Cities (LOC) in the adoption of procedures and guidelines for selecting, developing, financing and constructing SCA projects in accordance with ORS 366.805.

III. Organization

- A. The Program Section and the Region Engineers are responsible for administering the SCA Program on behalf of the State.
- B. Cities in Oregon are governed by Councils or Commissions, staffed with an organization capable of administering the selection, development, and improvement of their streets under the SCA Program, in cooperation with the State.

IV. Financial Participation and Fund Allocation

A. Special City Allotment Account

- 1. The SCA account is established under ORS 366.800 and 366.805. Commencing January 1, 1991 annually the sum of \$500,000 shall be withdrawn from the Appropriation of Highway funds for Cities and \$500,000 shall be withdrawn from money available to the Department of Transportation from the State Highway fund.
- 2. The money is to be set up in a separate account to be administered by the Oregon Transportation Commission.

- D. Any portion of a street, upon which SCA funds have been expended, is not eligible for additional SCA funds for a period of ten (10) years following the approval of such funds.

VI. Project Application and Investigation

- A. State shall, in January of each calendar year, submit a letter and necessary data to all eligible cities, advising them of the SCA program.
- B. City shall make application prior to July 1 of each calendar year for the following years' program.
- C. State shall maintain a record of all cities that submit completed resolution and project application forms.
- D. For each application received, State shall conduct on-site project investigation, meeting with appropriate city officials, if possible, and discuss project and program.

VII. Project Selection

- A. State shall prioritize and recommend the most meritorious projects to the Oregon Transportation Commission (OTC) for approval. Selected projects shall meet the criteria described in ORS 366.805.
- B. State shall inform each applicant of OTC action taken on their requested project.
- C. State and City shall enter into an agreement for each approved SCA project. The agreement shall be prepared by the State, and describe the project and assign specific responsibilities.

VIII. Preliminary Engineering

- A. Design Standards. City standards will apply subject to approval by State. Other standards may be used if they comply with good engineering practice. (i.e., OSHD, APWA, etc.)
- B. Project Plan Development. Preliminary Engineering shall be performed by the applicant or consultant and may be included in the total project costs. The City or its consultant shall prepare all plans, specifications, and estimates in conformance with acceptable standards. The City shall advertise for bids and award the contract, unless otherwise agreed upon.

The Oregon Transportation Commission, by a duly adopted delegation order, authorized its Chairman or Vice Chairman to act in its behalf in approving this agreement. Approval was given for this agreement on February 23, 1990 by Oregon Transportation Commission, which approval is on file in the Commission records. The delegation order also authorizes the State Highway Engineer to execute the agreement on behalf of the Commission.

Signed by Emily Shue
President, League of Oregon Cities (LOC)

Date January 29, 1990

STATE OF OREGON, by and through
its Department of Transportation,
Highway Division

Signed by William Anhorn
State Highway Engineer

Date February 27, 1990

APPROVED AS TO
LEGAL SUFFICIENCY

By Signed by Cynthia Carter
Attorney in Charge

Date February 1, 1990

